

Exhibit A - Council Hearing February 3, 2004



Planning and Development Department
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PLANNING GUIDELINES

TRIMESTER PLAN AMENDMENT PROGRAM

The trimester plan amendment program is the grouping of plan amendment applications for processing three times annually. Components of the process will occur in three distinct time frames. The components are (1) filing period and deadline, (2) staff review and processing, and (3) Planning Commission and City Council hearings. The schedule is outlined below.

Cycle	Filing Deadline	Staff Processing Time	Planning Commission Hearing	City Council Hearing
I	December 31	January-March	April	May
II	April 30	May-July	August	September
III	August 31	September-November	December	January

The **filing deadline** is the final date for the submittal of applications for that cycle; if the filing deadline is on a Saturday, Sunday, or holiday, applications will be accepted until the first working day after the deadline. Anything received after that deadline will be automatically placed in the next cycle. Any development entitlement(s) filed with the plan amendment will be processed concurrent with the plan amendment and according to the time frames of the trimester program. Any application that is not filed in a **completed**** form during the filing period shall not be accepted for processing and must wait to be filed during the next trimester filing period. Also, any application received after the close of the filing period will automatically be placed in the next cycle. Routing for review shall occur during this time frame. It is important to note that this period overlaps the hearing times of the previous cycle; therefore, the total time from when an application is submitted until it is heard by the City Council is five to six months.

The **staff processing period** is the two-month time frame for the staff handling of the plan amendments, development entitlements and environmental assessments. The staff report will include the impacts of a project(s) on the environment and have an analysis of any related development entitlements. The report shall also include the Department's recommendation for the project. Noticing for public hearings and availability of environmental documents will occur during this time period.

The **public hearing period** is the two-month time frame for public hearings by the Planning Commission and City Council. The first month shall be for Commission hearings and the second month for Council hearings. The Commission and Council can continue projects under the provisions of the Local Planning and Procedures Ordinance and the public hearings for the continued projects will occur during the next trimester hearing cycle.

**** All required special studies (traffic, noise, et al.) must be completed and submitted with the application. Projects determined to require preparation of an environmental impact report will be removed from the review cycle until a Final EIR is prepared.**